

## 1.0 Construct building

### 1.1 Complete pre-construction tasks

- 1.1.1 Prepare proposal and budget
  - 1.1.1.1 Obtain board approval for proposal
    - 1.1.1.1.1 Identify board members
    - 1.1.1.1.2 Submit proposal documents to board members
    - 1.1.1.1.3 Follow up and ensure proposal documents are signed
  - 1.1.1.2 Prepare budget
    - 1.1.1.2.1 Obtain quotes from current suppliers
    - 1.1.1.2.2 Compile a cost schedule for materials
- 1.1.2 Draft detailed drawings
- 1.1.3 Obtain building permits
  - 1.1.3.1 Submit detailed drawings
  - 1.1.3.2 Deliver permits to contractor

### 1.2 Recruit staff

- 1.2.1 Determine business requirements
- 1.2.2 Complete recruitment process
  - 1.2.2.1 Place job postings
  - 1.2.2.2 Screen applications
    - 1.2.2.2.1 Conduct interviews
    - 1.2.2.2.2 Select successful candidates

### 1.3 Complete building construction

- 1.3.1 Complete exterior work
  - 1.3.1.1 Install exterior walls
  - 1.3.1.2 Install windows
  - 1.3.1.3 Install doors
- 1.3.2 Complete interior work
  - 1.3.2.1 Determine office space requirements
  - 1.3.2.2 Install interior walls
  - 1.3.2.3 Install water and heating systems
  - 1.3.2.4 Install electricity and electrical fixtures
- 1.3.3 Complete parking lot construction
  - 1.3.3.1 Determine space requirements
  - 1.3.3.2 Install exterior and interior walls
  - 1.3.3.3 Install electrical systems
    - 1.3.3.3.1 Install heating systems
    - 1.3.3.3.2 Install lighting systems
    - 1.3.3.3.3 Install alarm system
  - 1.3.3.4 Pave lot
- 1.3.4 Obtain building code inspection

#### 1.4 Furnish interiors

##### 1.4.1 Order furniture

1.4.1.1 Select furniture supplier

1.4.1.2 Obtain furniture catalogue and distribute to employees

1.4.1.3 Compile purchase order

1.4.1.4 Submit purchase order

##### 1.4.2 Order computers

1.4.2.1 Determine computer requirements

1.4.2.2 Compile purchase order

1.4.2.3 Submit purchase order

##### 1.4.3 Install furniture

##### 1.4.4 Install computers